



CITY OF WALNUT CREEK
invites applications for the position of:

Police Officer - Trainee

An Equal Opportunity Employer

SALARY: \$25.00 /Hour

CLOSING DATE: 01/12/2018 05:00 PM

POSITION DESCRIPTION: **ALL APPLICANTS MUST ATTACH A VALID T-SCORE TO THEIR ONLINE APPLICATION TO BE ELIGIBLE FOR CONSIDERATION.** Due to the brisk time frame for this recruitment, the City of Walnut Creek will not offer a POST exam. Refer to the "Supplemental Information" section of this announcement for more information on the submission of your T-Score.

For information on upcoming POST Pellet B exams being offered, please visit <http://www.theacademy.ca.gov/tests>. Please note, it may take between 7-10 business days to receive a T score. *If you do not have a valid T score by the closing date of this recruitment, you are not eligible to apply for this recruitment. Please submit a Job Interest Card online at www.walnut-creek.org to be notified of future open recruitments.)*

The City of Walnut Creek is currently seeking applicants for the position of Police Officer Trainee. To be eligible for consideration as a Trainee:

- **Applicant has not enrolled in or graduated from a California P.O.S.T approved law enforcement academy, OR**
- **Applicant is currently an out of state police officer and does not have a California P.O.S.T. waiver.**

The Walnut Creek Police Department is a professional police organization of 78 sworn and 35 professional staff dedicated to providing a high level of service. The department views itself as responsible for the protection of Constitutional rights and maintenance of safety and security for all citizens in the community. The department is present in the community to help and serve and is dedicated to the concept of Community Oriented Policing. High standards of selection, education and training allow the department to field personnel of excellent caliber who can perform their duties in a professional, but sensitive manner. The department continually reaffirms its commitment to professionalism and to making a positive contribution to the field of law enforcement. More information about the City of Walnut Creek, the Walnut Creek Police Department, compensation and benefits can be found at www.walnut-creek.org.

**REPRESENTATIVE
DUTIES:**

Walnut Creek Police Officers serve in patrol, traffic, and investigation assignments. Fixed sectors are assigned and patrol officers are responsible for providing patrol, investigation, crime prevention, juvenile, traffic and public assistance on their sector. Investigative and traffic personnel are available for assistance when needed. In addition to patrol duties, officers may have collateral assignments such as Police Information Technology Team, Motor Team, Firearms Instructor, Regional SWAT Team, and Crime Scene Investigation. New officers receive field training from an experienced Walnut Creek Police Officer prior to assuming the responsibility of a solo sector officer. The department has a 3-12 patrol schedule.

Police Officer Trainees are assigned to attend a P.O.S.T. certified academy scheduled to begin in May 2018. During the academy program, Police Officer Trainees receive the academic and physical training required for appointment to the position of Police Officer. Upon successful completion of the academy, Police Officer Trainees are typically appointed as a Police Officer and begin serving a probationary period. Police Officer Trainees are temporary employees and receive Workers' Compensation, Unemployment Insurance, and paid sick leave. In addition, pursuant to the Affordable Care Act, this position is eligible to enroll in the City sponsored Kaiser High Deductible Health Plan. (Note: Employee contributions are required and differ from those applicable to Police Officers appointed to a regular sworn position). At the time of appointment to a regular position, new Police Officers will be informed of all City employment rights and benefits available to regular employees. Go to www.walnut-creek.org to view the Police Officer classification's salary and benefits information.

**QUALIFICATIONS
GUIDELINES:**

Police Officer Trainees must be a minimum of 20 years and 6 months of age at the time of application and 21 years of age at the time of appointment as a Police Officer. Graduation from high school or equivalent and the completion of sixty (60) semester units (equivalent to 90 quarter units) at a recognized college or university is required. No direct experience is required.

Special Requirements:

Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record.

Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. (California State law requires that permanent resident aliens who desire to be employed as peace officers must apply for citizenship before application for employment as a peace officer.)

Candidate must meet City's medical standards pertaining to physical requirements prior to employment.

Employees are assigned to shift work and rotated among various

assignments.

Integrity and Honesty:

The City of Walnut Creek is committed to providing a workforce with the highest standards of integrity and honesty. Applicants considered for appointment to this position will be subject to a **thorough background investigation** (consisting of, but not limited to, **criminal history, Department of Justice and FBI fingerprinting, DMV driving history, credit check, previous/current employment references, and personal references**), **pre-placement medical exam including drug screening, and a psychological exam**. The City reserves the right to request a candidate to submit to a polygraph exam. **All applicants will be held to the highest standards of integrity and honesty.** All information provided by applicants is required to be truthful and accurate; failure to do so may result in disqualification.

Please see the class specification at www.walnut-creek.org for a complete description of this classification's representative duties, requirements, working conditions, and physical requirements.

SUPPLEMENTAL INFORMATION:

Applicants must apply online at www.walnut-creek.org to be eligible for consideration. Applications are due no later than 5:00 p.m. on Friday, January 12, 2018.

Important Information Regarding the Submission of T-Scores:

* The City of Walnut Creek will accept valid California P.O.S.T Entry Level Law Enforcement **T-scores of 50 or above**.

* To be considered a valid T-score submission, the exam must have been held within 12-months of the date of the submission of your City of Walnut Creek application; and the T-score letter must signed, dated, and on agency letterhead. In addition, **the T-score letter must be attached to your online application (at the time of application) in order to be considered.**

* If you do not possess a valid T-Score by the closing date of this recruitment, you are not eligible for this recruitment. Please submit a Job Interest Card online at www.walnut-creek.org to be notified of future open recruitments.)

Candidates with the most competitive T-Scores and who show that, among those competing, they are better qualified in terms of relevant training, education, and experience will be invited to continue in the selection process, which will include an **Appraisal Panel Interview tentatively scheduled for the week of January 29, 2018**. Successful candidates will be invited to a **Chief's Interview tentatively scheduled for the week of February 12, 2018**.

An eligible list will be established as a result of this examination process and will be valid for a period of six months. All applicants will be notified by email as to their status in the selection process. In addition, applicants

can log on to their account and check their current status online.
If special accommodations are necessary at any stage of the examination process, please provide the Human Resources Department with advance notice and every attempt will be made to consider your request.

As required by law, all public employees are designated as Disaster Service Workers. As such, all City of Walnut Creek employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.walnut-creek.org>

City of Walnut Creek
Human Resources Department
1666 North Main Street
Walnut Creek, CA 94596

Police Officer - Trainee Supplemental Questionnaire

- * 1. Police Officer Trainees must be a minimum of 20 years and 6 months of age at the time of application and 21 years of age at the time of appointment. Are you at least 20 years and 6 months of age presently?
☐Yes ☐No

- * 2. Are you a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship?
☐Yes ☐No

- * 3. Qualification guidelines for this position include graduation from high school or equivalent and the completion of sixty (60) semester units at a recognized college, or any combination of experience and education. What is your educational background? (Please note: All educational requirements will be verified.)
 - ☐ High School Graduation or Equivalent
 - ☐ Some College (Less than 60 semester units)
 - ☐ Completion of sixty (60) semester units (equivalent to 90 quarter units) of college
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree

- * 4. Have you served in any branch of the US Military?
☐Yes ☐No

- 5. If you answered 'Yes' to question # 4, when, in which branch of the military, and in what

capacity did you serve?

- * 6. Do you have any prior work or volunteer experience with any law enforcement agency?
☐Yes ☐No
- 7. If you answered 'Yes' to question # 6, please list which agency and in what capacity.
- * 8. Tentative Dates: Appraisal Panel Interview: Week of January 29, 2018. Chief's Interview: Week of February 12, 2018. Due to the brisk time frame for this recruitment, short notice from Human Resources may occur. If invited, are you available on those dates?
☐Yes ☐No
- * 9. To be eligible for consideration, all applicants must attach a valid P.O.S.T. Entry Level Law Enforcement written exam T-score of 50 or above. Please note: To be considered a valid T-score submission, the exam must have been held within 12-months of the date of the submission of your City of Walnut Creek application; and the T-score letter must be signed, dated, and on agency letterhead (Law Enforcement Academy T-Score certificates are acceptable). Have you attached a copy of your T-Score?
☐Yes ☐No
- * 10. If invited, are you available to attend a law enforcement academy, beginning in May 2018, for approximately six months?
☐Yes ☐No
- * 11. This position requires a 'good driving record'. The DMV standards set forth by the City of Walnut Creek include no DUI's or suspensions/revocations and no more than three 'routine' violations within the past five years. Do you meet this requirement?
☐Yes ☐No
- * 12. The City of Walnut Creek is committed to providing a workforce with the highest standards of integrity and honesty. Applicants considered for appointment to this position will be subject to a thorough background investigation (consisting of, but not limited to, criminal history, Department of Justice fingerprinting, DMV driving history, credit check, previous/current employment references, and personal references), pre-placement medical exam including drug screening, and a psychological exam. The City reserves the right to request a candidate to submit to a polygraph exam. All applicants will be held to the highest standards of integrity and honesty. All information provided by applicants is required to be truthful and accurate; failure to do so may result in disqualification. I have read and understand the information provided above.
☐Yes ☐No
- * 13. Have you ever been convicted of any crime which resulted in imprisonment, probation, or the payment of a fine or forfeiture or bail of \$50 or more, including traffic violations? A "Yes" answer does not automatically disqualify you. (NOTE: You do not need to answer "YES" or explain: 1) any conviction for which the record has been judicially ordered

sealed, expunged, or statutorily eradicated; 2) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code section 1203.4; or 3) misdemeanor convictions for marijuana-related offenses that are more than two years old.)

☐Yes ☐No

* 14. Why do you want to become a Police Officer with the City of Walnut Creek? (Please limit your response to 1-2 paragraphs.)

* Required Question